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Note: If number is checked, see attachment page(s) for clarification.

Date(s) Reinspection:						
Due Date(s):*						
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Due Date(s):*						
Date(s) Reinspection:						

Center is in compliance with requirements as of:

*Reinspection occurs on or soon after due date

2/19/2014, 2/26/2014 for complaint # 51; 5/2/2014- complaint # 158; requested action plan on 5/7/2014 9/15/14 L. Kasnowski (insp) 11/18/14 transfer to renewal (LK)

 Renewal ☐ Initial ☐ Monitor ☒ Increase ☐ Age Change ☐ Relocation ☐ New Sponsor ☐ Space Evaluation ☐ Complaint # 51 & 158

Date Cited M/D/Year	Date Abated M/D/Year	Based on a inspection(s) conducted by the Office of Licensing (OOL) the above date(s), the center needs to take the following actions in order to come into compliance with the MANUAL OF REQUIREMENTS FOR CHILD CARE CENTERS (N.J.A.C. 10:122):
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Supervision, Staff/Child Ratios & Space

		<input type="checkbox"/> 1. Provide 2 staff to work with the children: when 6 or more children are present; on any field trip, outing, or special event away from the center regardless of transportation; or with more than 12 school-age children on walks.
8/6/2013	9/30/2013	<input checked="" type="checkbox"/> 2. Ensure that children are supervised by a staff member at all times, including at off-site locations.

Notes: see page 5

		<input type="checkbox"/> 3. Develop and implement a method to keep track of all children, including at off-site locations.
1/6/2014	2/7/2014	<input checked="" type="checkbox"/> 4. Maintain required staff to meet ratios: when children are awake; sleeping; on premises during naptime.

Notes: Recited on 7/11/2014- 5 infants with 1 staff during staff lunch breaks.

		<input type="checkbox"/> 5. Limit group size to 12 infants (under 18 months), 20 children for early childhood or 30 children for school-age
		<input type="checkbox"/> 6. Assign a primary caregiver for group of 4 infants and 6 toddlers.
		<input type="checkbox"/> 7. Post the center's license in a prominent location in each building.
		<input type="checkbox"/> 8. Operate within the center's licensed capacity and within each room's capacity.

Notes:

		<input type="checkbox"/> 9. Identify and maintain space requirements for all rooms approved by the OOL for children's use; make unapproved space inaccessible to children.
10/29/2013	1/27/2014	<input checked="" type="checkbox"/> 10. Ensure the children's health, safety and well-being.

Notes: Ensure smoke detector in PK class on 2nd floor is operable.

Activities & Discipline

		<input type="checkbox"/> 11. Provide a sufficient variety of age-appropriate activities.
		<input type="checkbox"/> 12. Provide age-appropriate time frames for each activity.
		<input type="checkbox"/> 13. Provide enough supplies, furniture and equipment for the required activities.
		<input type="checkbox"/> 14. Provide daily structured and unstructured indoor and outdoor energetic physical activity that promotes coordination and movement skills: 30 minutes for children in care less than 4 hours; 60 minutes for children in care more than 4 hours. Avoid inactivity for more than 30 minutes unless eating or sleeping.
		<input type="checkbox"/> 15. Develop policies/plans for use of TV/computer/video by children: under 2 years; over 2 years; with special needs; in care less than 4 hours; in care more than 4 hours.
2/26/2014	6/20/2014	<input type="checkbox"/> 16. Ensure use of TV/computer/video is educational/instructional and age/developmentally appropriate, and not used as a substitute for planned activities or for passive viewing.
		<input type="checkbox"/> 17. Significantly limit the use of TV/computer/video for children under the age of 2.
		<input type="checkbox"/> 18. Use positive methods of guidance and discipline consistent with children's age and developmental needs: prohibit corporal and/or emotional punishment.

Notes:

Note: If number is checked, see attachment page(s) for clarification.

		<input type="checkbox"/> 19. Ensure staff do not withhold active play times as a means of discipline unless a child's actions or behavior present a danger to themselves or others.
Nutrition & Rest		
		<input type="checkbox"/> 20. Provide nutritious food and beverages that comply with the manual/CACFP standards including a variety of fruits and vegetables and a high portion of whole grains; limit foods high in solid fats, added sugar, trans fats, and sodium. (Refer to CACFP standards at (www.fus.usda.gov/cnd/care/childcare.htm))
		<input type="checkbox"/> 21. Provide cribs that meet CPSC standards and maintain documentation on file.
		<input type="checkbox"/> 22. Provide infants/toddlers with opportunities to leave their sleeping equipment to crawl, walk and play.
		<input type="checkbox"/> 23. Ensure children 12 months and younger are initially placed in a face-up sleeping position unless indicated in writing by child's health care provider.

Administration & Parent Involvement

		<input type="checkbox"/> 24. Designate someone in the center to carry out the director's responsibilities when the director is absent.
Program Records		
		<input type="checkbox"/> 25. Complete and maintain at the center the staff records checklist.

Notes:

6/27/2013		<input type="checkbox"/> 26. Ensure that Child Abuse Record Information (CARI) checks are completed as required for the sponsor/sponsor representative and all regularly scheduled staff.
6/27/2013	1/6/2014	<input type="checkbox"/> 27. Ensure that Criminal History Record Information (CHRI) checks are completed as required for the sponsor/sponsor representative and all regularly scheduled staff.
		<input type="checkbox"/> 28. Hire and submit the required documentation for the following: director; head teacher; group teacher; program supervisor.

Notes:

		<input type="checkbox"/> 29. Maintain record of annual staff training on use of fire alarms and emergency evacuation procedures including evacuation and lock down.
1/27/2014	11/18/2014	<input checked="" type="checkbox"/> 30. Ensure that all full-time staff complete 10 hours annual training with 2 hours in each of the following core areas: child growth and development; positive guidance and discipline; health and safety.
		<input type="checkbox"/> 31. Ensure that the director, head teacher, group teacher and program supervisor complete 20 hours of annual training in 1 or more of the following: professional development approved by Professional Impact New Jersey or the National Child Care Association, or equivalent staff development in three or more of nine specific management areas including physical activity, special needs programming, & ADA guidelines.
		<input type="checkbox"/> 32. Ensure that 2 staff members who have current certified basic knowledge of first aid principles and CPR are at the center at all times when enrolled children are present.
		<input type="checkbox"/> 33. Review, at least annually, a list from the Consumer Product Safety Commission (CPSC) regarding unsafe products and provide staff and parents with CPSC website www.cpsc.gov/cpscpub/prerel/prerel.html

Sanitation & Diapering

		<input type="checkbox"/> 34. Wash and disinfect: toilet training chairs and potty seats after each use; diapering surfaces after each use; toys mouthed by infants and toddlers after each use; mats after each use unless stored separately; sleeping equipment weekly; sheets and blankets weekly; tables before each meal.
		<input type="checkbox"/> 35. Ensure that children wash their hands with soap and running water: before intake of food; after using the toilet; after having a diaper change; and as needed.
		<input type="checkbox"/> 36. Ensure that staff wash their hands with soap and running water: before preparing or serving food; after assisting a child in toileting; after changing diapers; after contact with body fluids or secretions; and as needed.

Bathroom & Kitchen Facilities

8/6/2013	8/6/2013	<input checked="" type="checkbox"/> 37. Ensure all toxic substances and medications are inaccessible to children.
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Notes: Ensure all diaper ointments and cleaning supplies are removed from atop of the changing table in toddler room.

Health & Fire Safety

		<input type="checkbox"/> 38. Obtain and maintain on file a current health certificate.
		<input type="checkbox"/> 39. Obtain and maintain on file a current fire certificate.
6/27/2013	12/12/2013	<input type="checkbox"/> 40. Conduct and document monthly fire drills during each session provided at the center and evacuate all children within 3 minutes.
		<input type="checkbox"/> 41. Ensure the center's fire protective systems are operative at all times.
		<input type="checkbox"/> 42. Develop and post prominently on every floor of the center an emergency plan including evacuation, disaster and lockdown procedures.
4/3/2014	5/27/2014	<input checked="" type="checkbox"/> 43. Ensure that all exits and egress areas are unobstructed, and exit doors are easily operable.

Notes: Remove ladder from up stairs fire egress.

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		<input type="checkbox"/> 44. Ensure that illuminated exit signs and emergency lighting are operable at all times.
8/6/2013	9/30/2013	<input checked="" type="checkbox"/> 45. Ensure that fire extinguishers are serviced and tagged annually, and recharged if necessary.
		<input type="checkbox"/> 46. Remove excess storage and/or combustibles from the furnace room.
Building Maintenance		
6/27/2013	1/27/2014	<input checked="" type="checkbox"/> 47. Keep all surfaces clean and in good repair.
Notes:	1.) Ensure sink in 1st floor is repaired. ABATED 9/30/2013 2.) Ensure sink on 2nd floor is repaired. ABATED 9/30/2013 3.) Repair holes in wall in 2nd floor bathroom. ABATED 1/27/2014 4.) Repair toilet paper holders in all bathrooms. ABATED 1/27/2014 5.) Secure wire on floor and around door to the wall in 2nd floor bathroom. ABATED 9/30/2013 6.) Remove paint cans, broken furniture and clutter from 2nd floor bathroom. ABATED 10/29/2013 7.) Cited- 2/26/2014-Repair leak in toddler room ceiling. 8.) Cited- 5/5/2014- Replace stained ceiling tiles in toddler room. 9.) Cited- 5/5/2014- Ensure carpet in toddle room is clean- leak from ceiling soiled carpet. ABATED 5/27/2014	
		<input type="checkbox"/> 48. Provide 1 of the 4 monitoring options listed in the manual.
5/5/2014		<input checked="" type="checkbox"/> 49. Repair and/or paint surfaces in specified areas:
Notes:	Repair and paint wall near window- hole in wall in toddler room.	
6/27/2013	12/12/2013	<input checked="" type="checkbox"/> 50. Ensure that indoor and outdoor equipment is sturdy, safe and free of hazards.
Notes:	see page 5	
Outdoor Play Area, Equipment and Maintenance		
		<input type="checkbox"/> 51. Provide and maintain play equipment to meet public playground design standards (ASTM F-1487) as specified by the Consumer Product Safety Commission (CPSC). (Not for profits by 10/18/14)
9/30/2013	5/27/2014	<input type="checkbox"/> 52. Provide and maintain resilient surfacing (ASTM F-1292) and use zones under all play equipment that subjects children to a fall as specified by the CPSC.
6/27/2013	9/30/2013	<input checked="" type="checkbox"/> 53. Take necessary action to remove outdoor hazards.
Notes:	Remove broken toys from playground.	

ALERT: Effective 8/6/14, stackable cribs are prohibited.

☐ See attached Transportation Inspection/Violation page.

Inspector(s) Name(s)

Kathleen Smith 6/27/2013/ Terry A. Brookshaw

#	Date Cited	Date Abated	Inspection/Violation Report Attachment	
50	6/27/2013	12/12/2013	1.) Remove DVD player from top of TV. ABATED 12/12/2013 2.) Ensure all bucket seats in feeding table have safety straps. ABATED 10/29/2013 3.) Ensure diaper changing table is 15 feet from a sink in toddler 1 room. ABATED 12/12/2013	Delete
2	8/6/2013	9/30/2013	1.) Ensure children in toddler and infant rooms are supervised during rest time. 1 staff supervising at the doorway between the two rooms. 2.) Ensure children are supervised to the bathroom at all times in 2nd floor classroom.	Delete
4	1/6/2014	2/7/2014	Ensure staff/child ratios are met in infant room during staff lunch breaks.	Delete
30	1/27/2014	11/18/2014	Ensure all staff receive training pertaining to staff/child ratio and supervision from an outside source.	Delete
4	2/26/2014	3/17/2014	1.) Maintain ratios in drop off room : 15 children ages 2 years to 13 with 1 staff in morning hours -Abated 3/17/2014 2.) Maintain ratios for infants: 1 staff with 5 infants in morning hours-ABATED 3/7/2014 3.) Pm ratios -17 after sch. children with 1 staff- ABATED 3/17/2014	Delete
47	2/26/2014		Repair leak in toddler roof ceiling.	Delete
	5/5/2014	5/27/2014	Inspector requested an action plan for all outstanding citations.	Delete
45	6/20/2014	9/30/2013	Ensure fire extinguisher are serviced annually- expired on 6/20/2014 in PS room- 2nd floor.	Delete
500	6/20/2014	9/15/2014	1.) Repair radiator cover in PK/K room on 2nd floor- falling off the wall. 2.) Repair radiator cover in 2nd floor bathroom.- falling off the wall.	Delete
501	6/20/2014	9/15/2014	Repair trim at the base of the wall in SA room- falling off the wall.	Delete
502	6/20/2014	9/15/2014	Repair rug in PS room on 2nd floor- 2 large tears in the rug.	Delete
503	6/20/2014	9/15/2014	Provide toilet paper holder in 2nd floor bathroom.	Delete
504	6/20/2014	10/15/2014	Clean air filter system on 2nd floor of dust and dirt.	Delete
4	7/11/2014	2/7/2014	Maintain ratios in infant room- 5 infants with 1 staff member.	Delete

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